LAND USE INVENTORY AND BUILDOUT ANALYSIS SCOPE OF SERVICES

Task 1 – Project Initiation
The City's Department of Planning & Zoning Staff will compile and furnish all relevant GIS data, inventories and assessment data to Milone & MacBroom.

Task 2 – Building Footprint Update
Where necessary, the Project Team will update the building footprint layer by heads-up-digitizing from the City's new Orthophotos.

Timing: Month 1 from Notice to Proceed
Deliverables: Updated building footprint layer

Task 3 – Existing Conditions Inventory
Understanding the existing land use patterns of the Downtown/Waterfront study is an important component in planning for Burlington's Downtown and Waterfront. This element of the scope begins as a "fact finding mission" consisting of collection and compilation of existing GIS data, assessment data, and coordination with City staff. MMI has in-depth, hands-on experience with a wide variety of CAMA systems and their interface with GIS. It is our understanding that the City's GIS system is not currently linked to the assessor's data. If possible, MMI will establish this link and assemble an existing development inventory from the current tax assessment data. The assessor's data will serve as the "building blocks" as it contains attributes of each building including gross square footage and lot area. From this, the effective floor-area ratio (FAR) will be determined for each parcel within the study area.

The Land Based Classification Standards (LBCS) model classifies land use by five dimensions: activities, functions, building types, site development characteristics, and ownership constraints. With each dimension there are four possible levels of coding schemes. While the tax assessment database contains land use, building typologies, and property ownership, this data was created and maintained for assessment purposes. Assessment data will provide valuable insight and the base layer of information for classifying land uses, but is limited for generating all dimensions of the LBCS land use inventory. The Project Team, operating out of the firm's South Burlington branch office, will conduct a detailed field survey of the Downtown/Waterfront Plan Study area. During the field survey, the Project Team will determine the most appropriate LBCS description and code for parcels in the study area. Combining the assessment data and the results of the field survey, the Project Team will populate the GIS database with a use code and description for each of the five dimensions. The Project Team will generate a set of draft land use maps for each of the five LBCS dimensions and a separate map displaying the effective FAR for each of the parcels in the study area for review by the City. If the City so desires, a draft GIS database can also be provided for review. Once approved by the City, the land use component of the database will be finalized.

Timing: Month 2 from Notice to Proceed
Deliverables: Draft land use inventory maps and database

Task 4 – Buildout Analysis

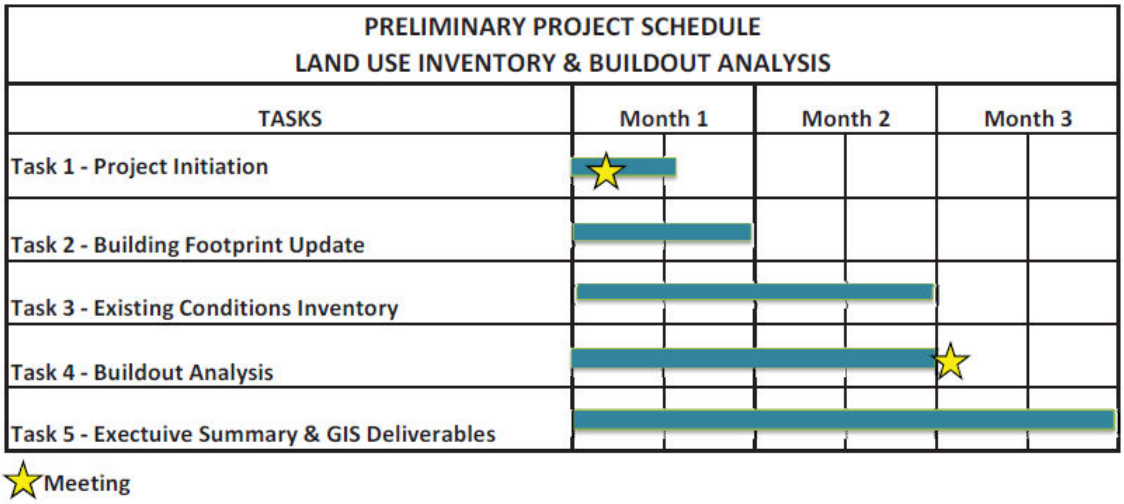
Downtown & Waterfront Plan – Land Use Inventory and Buildout Analysis

The Project Team will conduct a buildout analysis under the current zoning for parcels within the study area. This task will be done in close consultation with the City's Planning and Zoning Department to assure all assumptions and methodologies are mutually agreed upon to ensure the results align with City's goals for future development and mesh with existing land use patterns. The existing zoning districts will be divided into discreet analysis zones based on the density/intensity allowed within each of the district's "subareas." The results of the buildout analysis will be expressed as gross building square footage for non-residentially zoned parcels and as the number of potential dwelling units for residentially zoned parcels. The Project Team will generate a draft buildout potential map for review by the City. Accompanying the maps will be a table containing the buildout results. If the City so desires, a draft GIS database can also be provided for review. Once approved by the City, the buildout component of the database will be finalized.

Timing: Month 2 from Notice to Proceed
Deliverables: Draft buildout analysis
Meetings: One with City Planning and Zoning Department to discuss draft land use inventory and buildout analysis

Task 5 – Executive Summary & GIS Deliverables
The Project Team will develop an Executive Summary inclusive of all finalized mapping that synthesizes the analysis, methodology, procedures and assumptions for the first four tasks. The maps will be delivered in PDF format and the GIS data will be in either an ESRI shapefile or geodatabase format inclusive of all layers and associated map documents generated.

Timing: Month 3 from Notice to Proceed
Deliverables: Executive Summary & Final GIS deliverables



A detailed estimate of labor hours performed by team members for each task is included in our Cost Proposal.